

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Title:	Payroll Department Leave (Quota) Overviews & Corrections	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\7 Leave (Quota) Overview & Corrections.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status: Completed	Issued: 02/18/2003 Revised: 01/15/2004

Trigger:

Agency payroll staff wants to view an employee's leave information or make corrections to leave balances. Leave corrections are necessary to fix leave records if an error has occurred in a prior period that is closed to data entry or when an employee donates leave to a sick leave bank or is authorized to use military leave.

Business Process Procedure Overview
<p>The system tracks all leave earned and used as well as available leave balances. This leave data can be viewed using State customized leave reports or by using the "Quota Overview" screen delivered with the system. Leave corrections can also be made using this screen. Errors to an employee's leave record that occurred in a prior period that is closed to data entry require quota corrections (leave adjustments) to correct the leave.</p> <p>Quota corrections are used for sick leave bank donations and to set up a balance for military leave. To adjust for donated leave, one quota correction entry is used for the person donating the leave and another for the person receiving the leave. Military leave is also established for an employee by using a quota correction. A correction entry is made to establish an available balance of military leave so that when the employee uses the leave it is deducted from the available balance.</p> <p>After a quota correction is entered and saved, the resulting change to the leave balance will take affect when Time Evaluation is run. Time evaluation runs every day at noon and every workday night during the week of time entry.</p> <p>There is no system approval required to make leave corrections. For this reason, agency management must ensure that a record is maintained of all approved leave corrections and review leave correction reports to assure all leave changes were approved corrections. (See instructions for "Quota Corrections Report".)</p>

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Procedural Steps

1.1. Access transaction by:

Via Menus	Time Entry Operator → Quota Overview
Via Transaction Code	PT50
Via Favorites Menu	Quota Overview

When Quota overview is clicked, the following screen will appear:

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Input – Required Fields	Field Value
Personnel number	This is the employee identification number (EIN) assigned to each employee. This number may be typed in directly or a search may be performed using a number of different criteria.
Selection dates	The “from” and “through” dates of the leave data to view. Dates can be entered directly or by clicking on one of the labeled tabs situated below the date fields.

- 1.2 Enter the Employee Identification Number (EIN) of the employee in the “Personnel no.” box and press enter to display the name of the employee whose leave data is being reviewed or corrected. *If the employee number is unknown, search for the employee by clicking in the lower right corner of the box, and enter the employee’s name when pop-up window is displayed. If the exact spelling of the name is unknown, enter a portion of the name and an * to get a list of employees to choose from.*** The screen will also display the sum total of all accrued leave and available balances as of the current period as shown below:

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Quota Overview

Personnel no. 131207
 Name Benjamin J Franklin
 Personnel area 0001 State of Utah
 EE subgroup 71 NEx / H>40 C/OT-1.5 WS rule U208 10 MTWTF

Selection dates | Absence Quotas | Accrual information | Attendance Quotas

General Overview			
	Entitlement	Remaining	Unit
Absence Quotas	116.00000	66.00000	Hours


Selection intervals

Deduction period	11/09/2002 - 11/22/2002
Validity period	11/09/2002 - 11/22/2002
Generation period	11/09/2002 - 11/22/2002

From today | Curr. period | Calendar year | All

DV1 (1) (140) Duke OVR

The “Entitlement” column shows the total leave hours that the employee has accrued for all leave accrual categories (i.e. Annual, Sick, Converted Sick, Military Leave, Comp Time, and Excess). The “Remaining” column shows the total hours that have not been used or paid out.

- 1.3 Specify the period to view or correct leave data by clicking on one of the tabs labeled:** **From today** – To display leave balances from today onward; **Curr. period** – To display leave accrual in the current two-week pay period; **Calendar year** – To display leave accrual in the current calendar year; **All** – To display current leave balances, all leave earned and used without regard to any period of time. Or, enter the dates directly into the date fields and click the “Update display data”  icon.

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- 1.4 Select the type of leave data to view by clicking on one of the tabs labeled:**
Absence Quotas – displays the current leave data; **Accrual information** – Displays the amount of leave accrual for the period specified. **Attendance Quotas** – The state does not use attendance quotas. Following are examples of how leave data is displayed when the “Absence Quotas” and “Accrual information” tabs are clicked.

Absence Quotas Screen

The screenshot shows the SAP Absence Quotas screen for employee Benjamin J Franklin (Personnel no. 131207). The screen displays a table of leave data with columns: Abs.quota, Quota text, Unit, Entitl., Rem., Requested, Compens., and Deduction. The data shows 56 hours of annual leave earned, with 50 hours requested, leaving a remaining balance of 6 hours. The validity period is 11/09/2002 to 11/22/2002.

Abs.quota	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction
91	Annual Leave (UT)	Hours	56.00000	6.00000	50.00000	0.00000	
92	Sick Leave (UT)	Hours	47.00000	47.00000	0.00000	0.00000	
96	Excess Earned (U...)	Hours	13.00000	13.00000	0.00000	0.00000	

Validity period: 11/09/2002 - 11/22/2002
Deduction period: 11/09/2002 - 11/22/2002

Expand

DV1 (1) (140) Duke OVR

The screen shown above indicates that the employee earned, “Entitl”, 56 hours of annual leave and has requested 50 in the “Deduction period” leaving a remaining, “Rem”, balance of 6. (Note: The reason the employee shows 56 annual leave hours earned is because this column shows everything earned regardless of the period.)

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Accrual information screen

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel no. 131207
 Name Benjamin J Franklin
 Personnel area 0001 State of Utah
 EE subgroup 71 NEx / H>40 C/OT-1.5 WS rule U208 10 MTWVF

Selection dates Absence Quotas **Accrual information** Attendance Quotas

Date	Abs.quota	Quota text	Unit	Generated	Accrued	Transferred
11/22/2002	91	Annual Leave (UT)	Hours	4.00000	0.00000	4.00000
11/22/2002	92	Sick Leave (UT)	Hours	4.00000	0.00000	4.00000
11/22/2002	96	Excess Earned (U...)	Hours	13.00000	0.00000	13.00000

Generation period 11/09/2002 - 11/22/2002

Correction

DV1 (1) (140) Duke OVR

This screen shows that the system “Generated” 4 hours of Annual Leave which has been “Transferred” to the employee’s available leave balance during the “Generation period” 11/09/2002 – 11/22/2002.

- 1.5 Leave corrections can be made from the “Accrual Information” tab by clicking on the “Correction” box at the bottom of the screen. The following pop-up window appears when the “Correction” box is clicked:**

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The screenshot shows the SAP 'Quota Overview' screen for personnel number 131207, Benjamin J Franklin. The 'Quota Correction' dialog box is open, showing the date 01/15/2004 and an absence quota type of 91 (Annual Leave). The 'Generated entitlement' is 0.00000 hours. The dialog box has three tabs: 'Change accrual entitlement', 'Change transfer time', and 'Change correction entitlement'. The 'Change correction entitlement' tab is selected, showing options to 'Increase generated entitlement' (selected), 'Reduce generated entitlement', or 'Replace generated entitlement'. The 'Change transfer time' tab shows 'Do not change transfer time'. The 'Change accrual entitlement' tab shows 'Correction entitlement'.

- 1.6 **Change the date to the effective date of this correction.** The effective date can be the first day of the pay period in order to be used in the pay period being entered.
- 1.7 **Click in the “Absence quota type” box and select the leave category being adjusted.** Below are the numbers and description for each type of leave.

91 Annual Leave	94 Military Leave
92 Sick Leave	95 Comp Time
93 Converted Sick Leave	96 Excess
- 1.8 **Click in the “Correction entitlement” box and enter the number of hours being adjusted.**
- 1.9 **Click on “Increase generated entitlement” to add to the available balance or “Reduce generated entitlement” to subtract from the available balance.**


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DO NOT SELECT “Replace generated entitlement”.

- 1.10 Click in the “Transfer” box and select “Transfer collected entitlement immediately”.**

IT IS EXTREMELY IMPORTANT THAT “TRANSFER COLLECTED ENTITLEMENT IMMEDIATELY” IS THE OPTION PICKED. The system generates the normal accrual amount during Time Evaluation based on the number of hours paid in the period. The amount entered in the “Correction entitlement” box will be added to, “Increase”, or subtracted from, “Reduce”, the available balance.

- 1.11 Click on the save icon  and when the next Time Evaluation runs the leave balance will be adjusted according to what was entered.**